

Solicitation Number: (05-0001-06)
**Technical, Programmatic and Engineering Support Services
for the Office of Naval Research Ocean, Atmosphere and
Space Department, ONR 032.**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 are due by 4:00 PM (local), 15 December 2004.

1.0 Background

The Ocean, Atmosphere and Space Department of the Office of Naval Research (ONR 032) underwrites oceanographic, space-based remote-sensing and environmentally-related science and technology projects. The program area consists of two large divisions; Sensing and Systems Division and Processes and Prediction Division. The program is also comprised of integrated, multi-disciplinary programs in naval environments, undersea warfare and related subjects.

2.0 Statement of Work

2.1 Objective

The Ocean, Atmosphere and Space Department (ONR 32) invests in a diverse portfolio of oceanographic, remote-sensing and environmentally-related science and technology projects. The objective of this effort is to provide program-level technical and programmatic support to ONR code 32.

2.2 Scope

The contractor shall provide ONR 32 programs and projects with Program Level financial and management support in execution of programs with widely varying needs, goals, objectives, work practices and timetables. The contractor shall also provide ONR 32ASW with technical and management support in execution of the Littoral Anti-Submarine Warfare (LASW) Future Naval Capabilities (FNC) program and other ASW related programs as may be directed by the ONR 32ASW Program Manager. The work will be performed both onsite and offsite. The number of positions to be located offsite is estimated to be three to five.

2.2 Technical Tasks/Requirements

Support includes, but is not limited to the following:

- Provide coordination and technical support to the Future Naval Capabilities (FNC) programs.
- Monitor the availability and use of program funds. Review financial documents and plans for impact on program objectives and requirements.
- Prepare internal financial notices, instructions, guidelines and reports.
- Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones.
- Coordinate preparation and review of actual and projected funding estimates, justification and milestones.
- Work with program managers and program officers to expedite financial execution and ensure programmatic benchmarks are met.
- Draft responses to internal and external communiqués on programmatic and financial matters
- Obtain information and assist program managers in briefing preparation.
- Collect, review and organize Principal Investigator task and progress statements; monitor financial expenditures.
- Provide support for the NATO Undersea Research Center (NURC) Scientific Committee of National Representative (SCNR) – Supports includes attending/participating and providing recommendations for annual Thrust Area Reviews and updating/reporting the review of the NATO Undersea Research Center (NURC) Annual Progress Report (tasked to be performed at the NURC, La Spezia, Italy)
- Facilitate special program awards such as SBIR, MURI, NICOP and YIP.
- Assist in the preparation of funding documents.
- Provide minutes of meetings and discussions using Microsoft Word.
- Provide reports on project interrelationships and areas of synergy with other agency programs
- Research and monitor congressional interest items.
- Generate web page content in support of ONR 32 programs and technical meetings. Identify and utilize latest IT resources and capabilities to facilitate information retrieval and dissemination
- Attend reviews of LASW FNC and other ONR 32ASW sponsored projects. Provide the ONR 32ASW manager with assessments of program progress and execution as directed.
- Assist the LASW FNC program manager in the preparation of Defense Technology Objectives, Defense Technology Area Plan reports and Office

of the Secretary of Defense Technical Area Review and Assessment briefings and reports.

- Conduct analysis and provide reports that identify, quantify and evaluate the performance of LASW FNC programs.
- Work with project managers, program officers and other members of the ASW and ONR communities to achieve LASW FNC goals and ensure programmatic benchmarks are met.
- Draft responses to internal and external communiqués on ASW programmatic and financial matters.
- Obtain information and assist the LASW FNC program manager in preparation of briefings.
- Collect, review and organize LASW FNC related task and progress statements as required.
- Provide reports and assessments on LASW FNC project interrelationships and areas of synergy with other agency programs.
- Research and monitor congressional interest items relating to the LASW FNC program.
- Present information in Microsoft Office, Microsoft Project, Microsoft Exchange, ONR-specific software and other software tools as required.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

3.1.2 Manager (Lead) or Equivalent: At least a Bachelor's degree from an accredited college or university and 8 years of management experience in a discipline relevant to the mission of the Ocean, Atmosphere and Space Department. The candidate should have excellent organizational and personnel management skills. The candidate should also have the ability to develop and execute complex programmatic tasks, to provide administrative direction to support staff and to interface with Government and prime contractor personnel in order to meet program manager needs and effectively allocate resources. A Secret security clearance is required.

3.1.3 Principal Analyst or Specialist: Should have at least a Bachelor's degree from an accredited college or University. He/she should have at

least 12 years of operational ASW experience, preferably in more than one area. Candidates should also have at least 10 years of experience in support and management of ASW Research and Development Programs. The candidate, ideally, should also have broad experience in Navy operations organization, acquisition, program management and specific knowledge of the LASW FNC Program and its associated projects including the preparation of project execution plans and their assessment. Experience in the preparation of documentation and briefings in support of Office of Secretary of Defense (OSD), Technical Area Review and Assessment (TARA), Defense Technology Objectives (DTO) and Defense Technology Area Plan (DTAP) requirements is highly desirable. The candidate should have excellent organizational and management skills. The candidate should also have the ability to develop and execute complex programmatic tasks and to interface with Government and prime contractor personnel in order to meet program manager needs. At a minimum, a Secret security clearance is required.

3.1.4 Senior Analysts: Should have at least a Bachelor's degree from an accredited college or university and 8 years of management experience in a related discipline relevant to the mission of the Ocean, Atmosphere and Space Department. Candidates should have broad experience in Navy operations, organization, acquisition, program management and specific knowledge in one or more the following projects: Deployable Autonomous Distributed System (DADS), Integrated Anti-Submarine Warfare (IASW), Multi-Modal Magnetic Detection System (MMMDS), Deployable Autonomous Distributed System: Advanced Research for Instrumented Networks (DARWIN), Standoff Sensors, Physical Oceanography programs and Stealth Tracking. Candidates should have excellent organizational and management skills. Candidates should also have the ability to develop and execute complex programmatic tasks and to interface with Government and prime contractor personnel in order to meet program manager needs. At least one analyst requires a Top Secret/SCI security clearance and experience in dealing with non-acoustic ASW sensors and associated projects. One analyst will provide support for the NATO Undersea Research Center (NURC) Scientific Committee of National Representative (SCNR) – Supports includes attending/participating and providing recommendations for annual Thrust Area Reviews and updating/reporting the review of the NATO Undersea Research Center (NURC) Annual Progress Report (tasked to be performed at the NURC, La Spezia, Italy). See section 4.7 for details on the clearance requirements.

3.1.5 Executive Assistants: Should have a Bachelor's degree and at least three years experience related to the Department's needs – OR – No degree with five years experience related to the Department's needs. Excellent computer skills are highly desirable. The candidates should have

demonstrated competence in Microsoft Office, with particular emphasis on PowerPoint and associated graphics and presentation development software. A Secret security clearance is required.

3.1.6 Financial Analysts: Should have a Bachelor's degree and at least two years experience related to the Department's needs – OR – No degree with five years related to the Department's needs. The candidates should have demonstrated competence in Microsoft Office, with particular emphasis on Excel and presenting financial data to meet a variety of programmatic requirements. Experience in the use of ONR specific financial management software, INRIS (Integrated Naval Research Information System), is highly desired. Familiarity with ONR 32 programs is a plus. A Secret security clearance is required.

3.1.7 Program Management Support Specialists: Should have a high school diploma plus at least three years experience related to the Department's needs. Should have demonstrated competence in Microsoft Office. Experience in the use of ONR specific software such as INRIS is highly desirable. A Secret security clearance is required.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. Both a one year base period and four one-year options have been defined.

3.2.2 Base Period: The base period of performance will be from date of award through twelve months. The Base effort is estimated to be 13,650 hours per year.

3.2.3 Option Periods I through IV: If an Option is exercised, the period of performance will be from date of exercise of the option through twelve months. The effort for each option is estimated to be 13,650 hours per year.

3.2.4 A summary of the labor categories and the total anticipated annual hours for the base and each option year is provided below.

Labor Category	Hours Per Year
Manager	400 hours
Principal Analyst	1550
Senior Analyst	3700
Executive Analyst	2000
Financial Analyst	2000
Program Management Support Specialist	4000

3.2.5 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance: The period of performance for this order is from the date of award through twelve months.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel including per diem is not to exceed (NTE) \$29,000 per year and the total non-travel ODC amount is not to exceed (NTE) \$11,000.00 per year.

4.3.1 Travel and Per Diem - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 Other Direct Costs (Other than Travel and Per Diem) - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance: Work will be performed both onsite and offsite. The number of positions to be located offsite is estimated to be three to five.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: The facilities required to perform the tasks outlined in the Statement of Work will be both on site at the Office of Naval Research and off-site. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted in Subsection 4.5.1 and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PCs should not be proposed as a direct charge under this solicitation. For security purposes, computers may be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about 1 Oct 2005. During performance of the Order, if either party (Government or contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an

NMCI seat in a timely manner and if necessary will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar value of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements:

a) During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET, TOP SECRET/SCI and NATO/SECRET. For Manager (lead), Principal Analyst or Specialist, Executive Assistants, Financial Analysts and Program Management Support Specialists a minimum of a SECRET clearance is required. For one Senior Analyst a minimum of a TOP SECRET/SCI is required. For one Senior Analyst a minimum of a NATO/SECRET clearance is required. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor employees will be required to execute Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

(a) The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets. The contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure

of such information to any party other than the Government. The contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

(b) The contractor agrees that, during performance of the contract resulting from this Order solicitation and for a period of two years after the completion of its performance of the contract, the contractor, any affiliate of the contractor, any joint venture involving the contractor, any entity into or with which the contractor may merge or affiliate, or any other successor or assign of the contractor may not be eligible to participate as a prime contractor, subcontractor, consultant, joint venture, partner, or participant in any Government contracts, grants, partnerships, programs, or other agreements under ONR code 32 research programs.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The contractor should submit a cost proposal indicating The price per labor hour (to include cost and profit) for the quantities and types of labor proposed. The Contractor should break out the proposed direct labor categories, rates and hours, labor escalation rates, indirect rates (fringe, overhead, G&A, Facilities Cost of Money, etc), any consultants/subcontracts and the indirect rate, if any, to be applied to Travel/ODCs.

(c) Supplies or Services: The section for Supplies or Services and Prices/Costs should be prepared in accordance with the following:

Supplies or Services and Prices/Costs

Item No.	Supplies/Services	Estimated Cost	Fixed Fee	Total Estimated Cost and Fixed Fee
0001	BASE The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0002	Travel(including per diem) Not to Exceed \$29,000.00	\$29,000.00	N/A	\$29,000.00
0003	Non travel ODCs Not to Exceed \$11,000.00	\$11,000.00	N/A	\$11,000.00

0004	OPTION I The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0005	Travel(including per diem) Not to Exceed \$29,000.00	\$29,000.00	N/A	\$29,000.00
0006	Non travel ODCs Not to Exceed \$11,000.00	\$11,000.00	N/A	\$11,000.00
0007	OPTION II The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0008	Travel (including per diem) Not to Exceed \$29,000.00	\$29,000.00	N/A	\$29,000.00
0009	Non travel ODCs Not to Exceed \$11,000.00	\$11,000.00	N/A	\$11,000.00
0010	OPTION III The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0011	Travel(including per diem) Not to Exceed \$29,000.00	\$29,000.00	N/A	\$29,000.00

0012	Non travel ODCs Not to Exceed \$11,000.00	\$11,000.00	N/A	\$11,000.00
0013	OPTION IV The contractor shall furnish the necessary facilities and personnel to accomplish work as described in the Attachment No. 1, entitled "Statement of Work".	To be completed by offeror	To be completed by offeror	To be completed by offeror
0014	Travel(including per diem) Not to Exceed \$29,000.00	\$29,000.00	N/A	\$29,000.00
0015	Non travel ODCs Not to Exceed \$11,000.00	\$11,000.00	N/A	\$11,000.00
Total Order Consideration (Does not Include Unexercised Options)		To be completed by offeror	To be completed by offeror	To be completed by offeror

If available and applicable, the contractor should also provide in its cost proposal its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement: Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A to this solicitation includes the current NDA that should be used, unless otherwise instructed by the Government.

5.3 Proposal Submission: The due date for submission of proposals for this solicitation is 4:00 PM (local time) on 15 December 2004. Proposals can be:

- (a) E-mailed to Sharon Washington at washins@onr.navy.mil

(b) Sent by regular mail or hand delivered. Provide for the original and two copies to arrive by the above deadline at the following address:

Office of Naval Research
Attention: Sharon L. Washington
800 North Quincy Street, Code 0252
Arlington, VA 22217-5660
Ref: 05-0001-06

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. Best value is the outcome of any acquisition that ensures the Government meets the customer's needs in the most effective, economical, and timely manner. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Management Plan and Technical Approach
- (2) Proposed personnel
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) is significantly more important than the Cost Factor. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 4 are equally weighted.

Although Cost is significantly less important than all of the Technical Factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the Task Order proposals in relation to the other factors on which selection is to be based, or when the Cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this order is on or before 15 January 2005. The anticipated start date for this order will be 01 February 2005.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential Offerors at the time the amendment is posted. It is the Offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

9.0 Point of Contact: The Point of Contact for this solicitation is Sharon L. Washington, 0252, phone – (703) 696-5054, fax – (703) 696-0066 or email – washins@onr.navy.mil.

10.0 Attachments

A. Non-Disclosure Agreement (NDA), 3 pages.

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees,
both in his personal capacity and as an employee of _____
as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.

- v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____